Integrated ISS Payloads OpNom-Labels Process Table

Process Block #	Step Description	Improved Process? Y/N	Documented Touch Time OLD	Documented Touch Time New	Benefit to PD
1	PD submits Preliminary Payload Unique OpNom to PODF.	N	N/A	N/A	Same as before.
2	PODF/IPLAT/CB: Review Preliminary OpNom. PODF reviews the OpNom against SSP 50254 standards, and the crew office reviews for operational relevancy. PODF added IPLAT as a reviewer of Preliminary OpNom. IPLAT will review the h/w names in the Preliminary OpNom against SSP 57000 Appendix C label requirements.	Y Ref. SIPOC POI-PODF-1	On web page 2 weeks after submitted *	On web page 2 weeks after submittal unless coord. with PD.	Since IPLAT is now an OpNom reviewer, and its inputs into hardware names comes earlier, during the development of names, there is much less chance that IPLAT will have to ask the PD to change their OpNom (and drawings) later for label requirements reasons. * This was published in the PODF Management Plan; however, it never was implemented last summer due to the IT security website problems at MSFC.
3	PD submits Pre-released Engineering Drawings to IPLAT for the Initial Label Evaluation.	N	N/A	N/A	Same as before. Emphasis is placed on our commitment to a single drawing repository.
4	IPLAT performs the Initial Label Evaluation. IPLAT coordinates w/Crew Office for concurrence on recommendations, and PODF as necessary for OpNom issues. IPLAT uses the Preliminary OpNom from Step #3 to check labels for consistency.	Y	2 weeks	2 weeks	Fewer drawing changes after the Initial Label Evaluation. Because IPLAT is an OpNom ME, there is a better chance hardware names on engineering drawings are in compliance with the label requirements.
5	PD submits Engineering Change Request (ECR) to baseline Payload Unique OpNom.	N	N/A	N/A	The proper electronic CM system should improve this. If implemented properly the PD will only have to fill in relevant fields and attach file. PD will not have to worry who to send the form to, etc.

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6	PODF and OpNom MEs: Review of ECR/CM. PODF reviews the OpNom against SSP 50254 standards, and for operational relevancy. IPLAT will review the OpNom against SSP 57000 Appendix C label requirements.	Y Future improvements should be seen if the new CR electronic system is implemented properly.	2 weeks + grace period ---------- = 1 week review and 1 week for distribution by CM, review and disposition of comments and issuing the directive. Getting comments from MEs within 1 week period was a problem.	2 weeks plus 48 hour grace period After that the PODFCB will assume no response means approve as written, and press on to approve the OpNom.	1) Change Package Engineer (CM related function) no longer a PD responsibility. The POIF OpNom points of contact assumed that responsibility. Rita and Mercedes will fully coordinate the dispositions of ECR comments with PDs. 2) Since PODF will enforce the 2 week time limit on ME comments, OpNom approval will consistently be approved within 2 weeks, not months. MEs must recognize importance of timely response. 3) New CM website under construction will provide status of ECRs. PD can always see status on website without digging through emails. 4) Electronic system will have all comments as soon as submitted. Anyone can see what was approved before all actions are complete
7	PODF: CR process to update SSP50254 CR to submit to SSP50254 within 2 weeks after directive issued.	N Ref. SIPOC POI-PODF-3	2 weeks plus	2 weeks plus	PODFCB is no longer waiting for ODFCB approval prior to populating MIDAS. Actual hands-on time approx. 2 days to update Annex E2 once ODFCB approves CR. PODFCB action remains open until ODFCB signs the CR.
8	PODF: Input approved payload OpNom into MIDAS. If an OpNom can't be entered because the part is not in MIDAS, PODF will notify OZ2 Stowage Integration manifest team. OZ2 will quickly configuration manage the parts for accuracy, and will request that OC add part to MIDAS.	Y Ref: SIPOC POI-PODF-2	2 weeks max (PODF - Approx. 5 mins per part.); weeks longer if part missing from MIDAS	2 weeks max (PODF - most happen much sooner – hours/days); add ~2 days if part missing from MIDAS.	1) OpNom is now added to MIDAS faster than before, reducing delays for follow on activities (e.g. IMS label orders). 2) Parts not in MIDAS should no longer cause lengthy delays of IMS label orders, because under new process (still must work out all details, still open from 2/19/03 mtg), PODF notifies OZ2 of the missing part, OZ2 will quickly

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			Confusion as to who must request a missing part be added to MIDAS caused weeks delay		configuration manage the parts information and requests OC add the part to MIDAS. OC in turn quickly adds the parts to MIDAS, and PODF quickly adds OpNom to MIDAS. IMS label orders should only be delayed 1-2 days, not weeks, as had happened before.
9	PD submits Released Engineering Drawings (preferred). Drawings are preferred because IPLAT approval is good as long as the drawing is not changed. Therefore, multiple copies of hardware developed from the approved drawing do not require re-approval by IPLAT.	Y	N/A	N/A	Same as before. Committed to using a single repository.
10	IPLAT performs Final Label Evaluation on engineering drawings. IPLAT coordinates w/Crew Office for concurrence, and PODF if necessary. IPLAT uses the approved OpNom from MIDAS (Step #12) as a final check that labels are consistent with OpNom. If labels on drawings do not match OpNom for some reason (very low risk if previous steps are followed), and the name labels otherwise meet OpNom standards, are operationally relevant, and meet SSP 57000 Appendix C label requirements, the OpNom will be changed, rather than the drawing, since drawings changes are expensive.	Y	2 weeks	2 weeks	1) No drawing changes. 2) Fewer questions for the PD. IPLAT's check of labels-OpNom consistency should be smoother since IPLAT will search MIDAS; don't have to ask the PD or PODF to send IPLAT the approved OpNom files and ECRs as before.
11	PD: Order IMS Labels (with OpNom).	Y	N/A	N/A	PD enters the data once (not multiple forms) and is notified via automatic e-mail notification about status of order.
12	PD: Order IMS Labels (without OpNom)	Y	N/A	N/A	PD will have real-time feedback regarding the approved OpNom and once a P/N is entered into P/N field, OpNom will be pulled from MIDAS parts catalog. PD will still have option to add supplemental text in brackets. PD will also know immediately if P/N does not exist in MIDAS as well and can initiate action.
13	BITS: Process IMS Label Order, forward to DDPF. BITS will assign bar code numbers, or review and approve smart	Y	**??**	**??**	Same benefits as above: 1. Fill in data once, not multiple forms

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	bar code numbers. If OpNom was requested on an IMS label, MIDAS will be checked (automatically during website IMS label ordering process) to see if label matches approved OpNom.				2. Automated e-mail notification about SR status. Real-time feedback about approved OpNom (will automatically pre-populate OpNom and label text fields) if ordering OpNom-specific label
14	PD: Order Labels (non-IMS)	Y	N/A	N/A	If the capability to order non-IMS generic OpNom/part number labels is added to OC website-based label ordering process, this will make it easier to obtain this type of label. If PD needs a custom label, they can request IPLAT create a drawing as before.
15	DDPF: Manufacture Labels	N	30 working days	30 working days	30 working days remains the nominal time for receiving labels from the DDPF. However, a large percentage of the time DDPF has been producing labels much faster than this (1-2 weeks) when PD requests due to urgency.
16	PD installs labels on hardware	N	N/A	N/A	Same as before.
17	PD takes digital images of installed labels and sends to IPLAT. Note: This is only if the PD's drawings lack the information IPLAT requires to verify labels meet SSP 57000 Appendix C label requirements. If IPLAT must perform label verification based on pictures of labels on flight hardware, then IPLAT must see pictures of all copies of hardware (e.g. all serial numbers).	N	N/A	N/A	Although it takes time for the PD to take pictures of flight h/w with installed labels, this is less expensive than updating drawings. IPLAT's goal is to ensure flight hardware is labeled per the requirements, and thus have not required drawing revisions. Note: However, drawing and flight h/w inconsistencies are flagged as squawks during CEIT/VITT review and are still an issue. HFIT and IPLAT involvement earlier is payloads design should help reduce these late errors.
18	IPLAT performs Final Label Evaluation on digital images. IPLAT coordinates w/Crew Office for concurrence, and PODF if necessary. IPLAT uses the approved OpNom from MIDAS (Step #12) as a final check that labels are consistent with OpNom.	Y	2 weeks	2 weeks	Fewer questions for the PD. IPLAT's check of labels-OpNom consistency should be smoother since MIDAS will always be used; don't have to ask the PD or PODF to send IPLAT the approved OpNom files as before.

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19	OZ2: Bench Review. Any discrepancies are coordinated w/IPLAT, PODF. Include POIF stowage?	Y	**??**	**??**	1) Labels-OpNom issues being handled better in earlier steps in the process should lead to fewer, if any problems discovered during Bench Review. 2) If a discrepancy is found, coordination with IPLAT will ensure resolution is consistent with SSP 57000 Appendix C label requirements (e.g. standardized labels).
20	VITT: CEIT Any discrepancies are coordinated w/IPLAT, PODF.	Y	**??**	**??**	1) Labels-OpNom issues being handled better in earlier steps in the process should lead to fewer, if any problems discovered during CEIT. 2) If a discrepancy is found, coordination with IPLAT will ensure resolution is consistent with SSP 57000 Appendix C label requirements (e.g. standardized labels).

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